



**GENERAL BUSINESS INFORMATION**

Name of Business \_\_\_\_\_ Owner \_\_\_\_\_ EIN or SS # \_\_\_\_\_
Type of Business (Industry) \_\_\_\_\_ Business Phone # \_\_\_\_\_ Email \_\_\_\_\_
Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
\_\_\_ Sole Proprietor \_\_\_ S-Corp \_\_\_ C-Corp \_\_\_ LLC \_\_\_ Partnership Accounting Method \_\_\_ Cash \_\_\_ Accrual
Incorporation Date: \_\_\_\_\_ S-Corp Election Date (Please provide S-Corp Acceptance Letter from IRS) \_\_\_\_\_

**INCOME & EXPENSES**

TOTAL INCOME (Income not on business 1099s) \_\_\_\_\_
Business 1099 Income \_\_\_\_\_
EXPENSES
Advertising \_\_\_\_\_
Automobile Expense (complete section to right) \_\_\_\_\_
Bank Service Charges \_\_\_\_\_
Cleaning & Janitorial \_\_\_\_\_
Commissions/Independent Contractors \_\_\_\_\_
Computer & Internet Expenses \_\_\_\_\_
Dues & Publications \_\_\_\_\_
Education & Seminars \_\_\_\_\_
Employee Benefit Programs \_\_\_\_\_
Fines & Penalties (Non-Deductible) \_\_\_\_\_
Insurance (Fire, Liability, Workers Comp) \_\_\_\_\_
Health Insurance \_\_\_\_\_
Life & Disability Insurance \_\_\_\_\_
Interest (Business Related) \_\_\_\_\_
Legal & Professional Fees \_\_\_\_\_
Licenses & Permits \_\_\_\_\_
Office Supplies & Expenses \_\_\_\_\_
Postage & Freight \_\_\_\_\_
Rent/Lease Business Property \_\_\_\_\_
Repairs & Maintenance (Not Home Office) \_\_\_\_\_
Supplies \_\_\_\_\_
Taxes (not Income Tax or Sales Tax) \_\_\_\_\_
Travel & Lodging (Out of Town) \_\_\_\_\_
Meals & Entertainment \_\_\_\_\_
Telephone (Local, Long Distance, Cell) \_\_\_\_\_
Tools Replacement \_\_\_\_\_
Uniforms \_\_\_\_\_
Utilities (Not Home Office) \_\_\_\_\_
Wages & Salaries Paid Out \_\_\_\_\_
Payroll Taxes \_\_\_\_\_
Other Expenses (Please List) \_\_\_\_\_

COST OF GOODS SOLD (if any)
Product Purchased for Resale \_\_\_\_\_
Product Used for Personal Use \_\_\_\_\_
Materials and Supplies \_\_\_\_\_
Contract Labor \_\_\_\_\_
Beginning Inventory \_\_\_\_\_
Ending Inventory \_\_\_\_\_

**BUSINESS USE OF VEHICLE**

Vehicle Description \_\_\_\_\_
Date Vehicle was Placed in Service \_\_\_\_\_
Original Purchase Price or Other Basis \_\_\_\_\_
Mileage (All Fields Required)
Business Miles \_\_\_\_\_
Commuting Miles \_\_\_\_\_
Other Personal Miles \_\_\_\_\_
Total Miles \_\_\_\_\_
Actual Expenses Paid
Gasoline & Oil \_\_\_\_\_
Repairs, Tires, Car Washes \_\_\_\_\_
Auto Insurance \_\_\_\_\_
Registration Fees \_\_\_\_\_
Vehicle Loan Interest \_\_\_\_\_

**OFFICE IN HOME EXPENSES**

Area Used Exclusively for Business \_\_\_\_\_ sq. ft.
Total Area of Home \_\_\_\_\_ sq. ft.
Mortgage Interest \_\_\_\_\_
Property Taxes \_\_\_\_\_
Mortgage Insurance \_\_\_\_\_
Homeowners Insurance \_\_\_\_\_
Rent \_\_\_\_\_
Other Expenses \_\_\_\_\_
Utilities \_\_\_\_\_

**Other Notes (Place them below)**